

Employee Basic Pay IT 8 Report by Personnel Area

Purpose Use this procedure to view your entire Personnel Area's current Basic Pay (0008) infotype.

Trigger Perform this procedure when viewing your agency's current Basic Pay (0008) infotype.

Prerequisites

- Employees must have Basic Pay (0008) infotype created.

End User Roles In order to perform this transaction you must be assigned the following role:
Personnel Administration Inquirer/Processor/Supervisor

Change History	
Date	Change Description
08/10/2009	New procedure created.

Transaction Code ZHR_RPTPAIT08

Helpful Hints	None.
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Procedure



1. Start the transaction using the transaction code **ZHR_RPTPAIT08**.

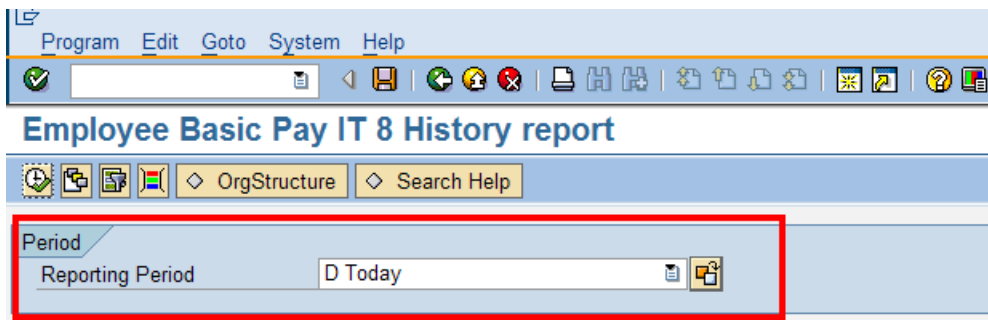
The screenshot displays the SAP transaction ZHR_RPTPAIT08, titled "Employee Basic Pay IT 8 History report". The interface includes a standard SAP menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. Below the title bar, there are buttons for "OrgStructure" and "Search Help".

The main area is divided into several sections:

- Period:** A "Reporting Period" dropdown menu is set to "D Today".
- Selection Criteria:** A list of criteria with input fields and selection arrows:
 - Personnel Number
 - Employment Status
 - Personnel area
 - Personnel subarea
 - Employee group
 - Employee subgroup
- Program selections:** A list of criteria with input fields, "to" fields, and selection arrows:
 - Job
 - Basic Pay Start Date
 - Basic Pay End Date
 - Indicator for indirect va
 - Wage type
 - Date of next increase
 - Pay scale type
 - Pay Scale Area
 - Pay Scale Group
- Output format:** A dropdown menu is set to "SAP List Viewer".

2. In the Period section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reporting Period	C	<p>This is the time frame in which data entry was created and stored.</p> <p> Click  (Dropdown) to view the selection list. See the OLQR HRMS Report website for information regarding Date Selection for Reports.</p> <p>Example: Today (Default option)</p>



Program Edit Goto System Help

Employee Basic Pay IT 8 History report

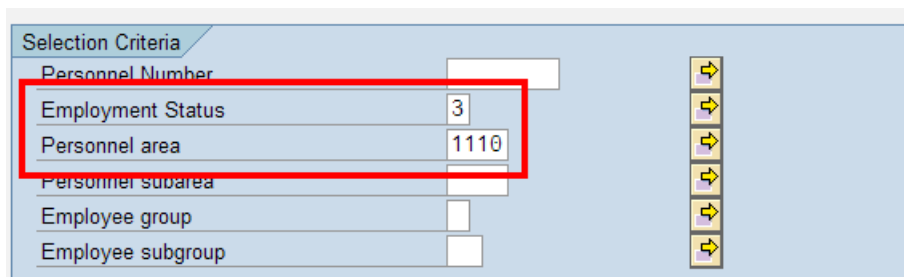
OrgStructure Search Help

Period

Reporting Period D Today

3. In the Selection Criteria area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Employment status	R	<p>Describes the employee's employment status with the agency.</p> <p>Example: 3 (Active)</p>
Personnel area	R	<p>A specific agency/sub-agency in the State of Washington.</p> <p>Example: 1110 (Department of Personnel)</p>



Selection Criteria

Personnel Number

Employment Status 3

Personnel area 1110

Personnel subarea

Employee group

Employee subgroup


4. In the Program selections area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Job	O	This is similar to today's job class. Example: 50000185
Basic Pay Start Date	O	This is the date on which the Basic Pay record begins. Example: 07/01/2009
Basic Pay End Date	O	This is the Basic Pay end date. Example: 07/31/2009
Indicator for indirect va	O	This indicates whether the record is 'directly' or 'indirectly' valuated. Example: I
Wage type	O	It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. Example: 1003
Date of next increase	O	This is the date of the next scheduled increase in the employee's pay. Example: 04/01/2009
Pay Scale Type	O	Represents the State of Washington's compensation structure (salary bands, hour based step increases, and bargaining units). Example: 00
Pay Scale Area	O	A collection of pay ranges/steps and bands – coincides with the type of Position. Example: 01
Pay Scale Group	O	A range or band. Example: 35

Program selections

Job		to		
Basic Pay Start Date		to		
Basic Pay End Date		to		
Indicator for indirect va		to		
Wage type		to		
Date of next increase		to		
Pay scale type		to		
Pay Scale Area		to		
Pay Scale Group		to		

Output format

5. Click  (Execute) to execute a process or action.

SAP

Employee Basic Pay IT 8 History report

Employee Basic Pay IT 8 History report

S	Ty	Ar	PS group	Lv	Start Date	End Date	Next inc.	Position	Position	PA	Wage t...	Amount	Re	Reason for Changing Master ...	I
3	00	01	58	L	09/01/2008	12/31/9999	00/00/0000	70081814	HUM RES CNSLT 4	1110	1003	2,697.50	20	Appointment Change	I
3	00	01	31	L	09/01/2008	12/31/9999	00/00/0000	70005879	OFF ASST 3	1110	1003	1,394.50	00	No Reason	I
3	00	02	BAND 2	02	09/01/2008	12/31/9999	00/00/0000	71000876	WMS PROGRAM MANAGER	1110	1003	3,057.00	02	Rng Inc Due to Director Action	I
3	00	01	46	L	07/01/2007	12/31/9999	00/00/0000	70081795	ADMIN ASST 4	1110	1003	2,125.00	07	Y Rate (Non WMS Only)	I
3	00	01	54	L	09/01/2008	12/31/9999	00/00/0000	70005850	HUM RES CNSLT 3	1110	1003	2,444.00	20	Appointment Change	I
3	00	01	58	L	09/01/2008	12/31/9999	00/00/0000	70005833	HUM RES CNSLT 4	1110	1003	2,697.50	01	Periodic Increment	I
3	00	55	01	01	11/01/2007	12/31/9999	00/00/0000	70081856	Board Member	1110	1006	100.00	19	Initial Appointment	I
3	00	01	54	K	04/01/2009	12/31/9999	03/01/2010	70081822	HUM RES CNSLT 3	1110	1003	2,385.00	01	Periodic Increment	I
3	00	01	58	K	07/16/2009	12/31/9999	07/01/2010	70081808	HUM RES CNSLT 4	1110	1003	2,633.00	01	Periodic Increment	I
3	00	02	BAND 3	03	09/01/2008	12/31/9999	00/00/0000	71000076	HR CLIENT SERVICES PROGRAM DIRECTOR	1110	1003	3,442.50	02	Rng Inc Due to Director Action	I
3	00	01	58	L	09/01/2008	12/31/9999	00/00/0000	70005950	HUM RES CNSLT 4	1110	1003	2,697.50	01	Periodic Increment	I
3	00	01	55	L	09/01/2008	12/31/9999	00/00/0000	70081791	COMM CONSULT 4	1110	1003	2,505.00	02	Rng Inc Due to Director Action	I
3	00	41	BAND 5	05	09/01/2008	12/31/9999	00/00/0000	70005872	DEP DIR PERS	1110	1003	4,967.00	02	Rng Inc Due to Director Action	I
3	00	01	56	L	07/01/2009	12/31/9999	00/00/0000	70081820	EMP/AST PF EX SU	1110	1001	29.52	20	Appointment Change	I
3	00	01	58	L	09/01/2008	12/31/9999	00/00/0000	70005847	HUM RES CNSLT 4	1110	1003	2,697.50	00	No Reason	I
3	00	02	BAND 2	02	09/01/2008	12/31/9999	00/00/0000	70005913	COM FD DR PG MGR	1110	1003	3,026.50	02	Rng Inc Due to Director Action	I
3	00	01	58	L	09/01/2008	12/31/9999	00/00/0000	70081821	HUM RES CNSLT 4	1110	1003	2,697.50	01	Periodic Increment	I
3	00	41	BAND 3	03	09/01/2008	12/31/9999	00/00/0000	70005901	A/D MGT/ADM SVS	1110	1003	3,999.00	02	Rng Inc Due to Director Action	I
3	00	02	BAND 2	02	09/01/2008	12/31/9999	00/00/0000	70081828	LEADERSHIP DEVELOPMENT MANAGER	1110	1003	2,895.00	02	Rng Inc Due to Director Action	I



The following fields have been hidden for security purposes: Personnel Number, Last Name, and First Name.

6. You have completed this transaction.

Results
You have generated the Employee Basic Pay IT 8 History report.
Comments
See other related procedures: <ul style="list-style-type: none"> Employee Basic Pay IT8 Report by Specified Time Frame Employee Basic Pay IT8 History Report